



Morning Tea on Wednesday attended by Board members, card and maybe a gift (meal voucher). Will check gifts policy. Lois has indicated she does not want anything big. Darryn to organise voucher.

### 3. Monitoring

#### Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

NZEI - Re-scheduled paid union meeting - 6-10 May 2019

School Docs - Policies & Procedures

NLS Board of Trustee Election - newspaper advertisement - Northern Outlook

NLS Board of Trustee Election - nomination forms

MOE -Notification of Bank staffing

#### Correspondence Out

#### Administration

◆ Opening roll – 126

### Finance and Monthly Audit

*This screenshot shows the cash received and cash spent for April to May across all accounts.*

**Bank Summary**  
North Loburn School  
From 1 April 2019 to 10 May 2019

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	34,177.60	32.64	5,275.00	28,935.24
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	12,159.86	810.95	2,223.83	10,746.98
Westpac Trust Account	15,333.20	94,926.28	70,346.01	39,913.47
<b>Total</b>	<b>86,687.98</b>	<b>95,769.87</b>	<b>77,844.84</b>	<b>104,613.01</b>

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

- Our monthly expenses for April were (excluding wages) \$9984.03 (It does include payment to CREST for cleaning contract for this month) Darryn indicated that he is making observations on the quality of the cleaning. Will be meeting with the franchise owner who does the cleaning and setting out ground rules.
- Our monthly banking for April to date amounted to \$ 23,481.36
- We are due to pay our yearly invoice for Programme services this week. The money will be transferred from the cyclical maintenance
- **Move that we apply to Air Rescue Services for the Yr 7 & 8 camp to Kaikoura for accommodation costs \$1,728 (GST excl) Moved Mark, seconded Anne**  
NB. We will apply for another grant for educational activities at the next meeting.

As of end of April we had received 41% of the actual budget.

**Balance Sheet**  
North Loburn School  
As at 31 May 2019

	31 May 2019	31 May 2018
<b>Assets</b>		
<b>Bank</b>		
North Loburn SYA Account	17.32	3,351.83
Westpac Grants Account 01	28,935.24	5,489.45
Westpac Investments	25,000.00	25,000.00
Westpac Online Saver	10,746.98	7,698.43
Westpac Trust Account	39,913.47	50,450.02
<b>Total Bank</b>	<b>104,613.01</b>	<b>91,989.73</b>

Some discussion around service provider (CES) and accounting could be outsourced. Loburn school uses a lady based in Invercargill. Darryn will contact Stuart and discuss with him.

Can still use CES service for end of year and GST returns.

## 4. Discussions

### Principal

Darryn to present his Principal's report (tabled).

Key points:

- Hangi Invite. Discussion around content. Paul suggested that we go back to the Maori community and those who attended the Hui and give them feedback and close the loop. Paul suggested that we ask Miriam for advise. Anne suggested that an email be sent indicating that feedback was incorporated into the school

charter and invite them to a discussion. Darryn to contact Miriam. Some BOT to be involved.

- Annual Plan due to Ministry. Darryn to complete.
- COL update. Future BOT members will be invited to attend.
- Business course was well worth while. Darryn has enrolled himself in a Wellness course. Good PD
- Production
- Principals appraisal. Meeting with Maureen
- Lockdown review. We were not involved but answered questions on our experience.
- Alarm system. Contacted MOE and hopefully MOE will do works through Property Works to get alarms connected from Hall to Staff block.
- Insurance claim due to water leak
- Behaviour Plan- was put to use in Term 1 and further discussion will be held.

**Moved that the Principal's report be accepted.**

*Moved: Darryn*

*Seconded: Andrew*

*Carried.*

## **Curriculum - Staff Report**

Anne Hughes reporting on recent school events.

Key points:

- Indicated that we are very busy and lots of outside of the classroom activities.
- Anne M suggested that we talk about Camp in our Welcome Booklet.
- Anne H informed us that she is struggling for transport on occasions. We have use the Community Van a couple of times. Andrew suggested that going forward we could look into purchasing a 12 seater van for such use. Need to do some research and present. Anne H suggested that a few dollars be added to the cost and give petrol vouchers to drivers, or donate a set amount for petrol if unable to provide transport. Paul informed us that Dan Smith has a courtesy van available.
- Will approach Rangiora Toyota and investigate cost of purchase.

**Moved that Anne's Report be accepted.**

*Moved: Anne*

*Seconded: Mark*

*Carried*

## Home & School

Anne Murphy reporting on recent H & S events.

- Meeting is on 15th May.
- Have outlined a number of fundraisers for the year and working well as a team.
- Noted that article in newspaper did not mention H & S donation and Darryn did state that H & S played a major role in financing this project.

**Moved that Anne's Report be accepted.**

Moved: Anne

Seconded: Andrew

Carried

## Property Projects

Bike Track update- planting to be done next week. Looking at a gazebo for parents to sit while children are riding

## Personnel

### Health and Safety

1. H&S check done late last term Bark put done on playground
2. Bus report- None

### Planning and Self Review

- \* Review Term 2 Policies

## Other

Col Stewardship committee meeting update - Anne M said that this group was not going well. Feels she should step away as she will not be on the BOT in the future. Some issues around the financial cost going into this group, as a very substantial amount to be dealt with.

Some ongoing concerns with the fundholders not understanding their role. Safety nets need to be put in place.

ERO feedback - Darryn indicated that he would send a google calendar to all those involved to show timetable. He said that a good tone was set right at the beginning, with being asked, 'tell us your story'. Had a good feeling about the whole process. Suggested that with a new board, discussions on data collection be incorporated into board minutes as needed.

Next ERO report- delve into what they were looking for and what they need to report on.

## **5. Items for the next meeting**

\* Darryn and Andrew to collect ideas around ICT commitment.

Meeting closed 8:45pm

Next meeting **18th June 2019 7pm**